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Ontario Department of Education

The High School Entrance Examination



ISSUED BY AUTHORITY OF
THE MINISTER OF EDUCATION



ADMISSION TO THE DAY HIGH SCHOOLS

1.—General

1. A member of a High School Entrance Board or a presiding officer shall have the qualifications prescribed in Section 46 (1), (a), (b) and (c) of *The High Schools Act*, subject to the provision that the holder of a Provincial Second Class certificate with five years' experience as a teacher, who is eligible for appointment under the said Section, shall also be the teacher of a Form or Grade of a Public or Separate School not lower than Form IV.

2. The appointed members shall remain in office until their successors have been appointed.

3. Except for special reasons approved by the Minister beforehand, no Day Entrance Board shall consist of fewer than three members.

2.—General

In the following Regulations, except where otherwise stated, Principal shall include the teacher in a Public or Separate School with one teacher, and the Entrance Board shall mean the High School Entrance Board of Examiners, consisting of the members appointed under Section 47 (1), (b), and (2) (a), and Section 48 (1), (a), and (2) (a) of *The High Schools Act*, and excluding the additional members appointed under Section 47 (3) and 48 (1) (a) of said Act.

3.—General

Under *The High Schools Act*, and subject to the Regulations hereinafter contained, candidates may be granted, at the close of each school year, certificates of admission to the Lower School of the Day High Schools on passing the High School Entrance examination. The foregoing provisions apply also to Continuation Schools.

ENTRANCE EXAMINATION

4.—Subjects

1. Candidates for admission to the High School shall have completed the courses in the subjects of the following groups in accordance with the Regulations for Form IV of the Public and Separate Schools:—

GROUP I—Art and Constructive Work (minimum course); Hygiene and Physical Culture; and Nature Study and Agriculture (minimum course).

GROUP II—Oral Reading, Writing, Spelling, Geography, History, Grammar, Literature, Composition, Arithmetic.

2.—(a) Candidates shall also have read carefully during the preceding school year at least four suitable works in English Literature, selected by the Principal for each pupil from a list prescribed by the Minister. See Circular 58.

(b) Candidates shall also have memorized the prescribed selections. See Circular 58.

3. (a) A certificate from the Principal that the provisions of 2 (a) above have been duly carried out shall be given on the same form (Form 14) as that required for the Principal's report specified in Section 9—1 (a) below.

(b) Without this certificate the candidate shall not be granted a High School Entrance certificate.

4.—(a) The question papers in each of the subjects of Group II shall be based upon the courses of study prescribed for Form IV, or for the Senior grade of Form IV where the course is divided into two grades.

(b) The question paper in Literature will be based partly on passages from the Fourth Reader and partly on sight passages in prose and poetry. On this paper the candidate's knowledge of the selections for memorization shall also be tested.

5.—Schemes of Admission

Candidates may be admitted to the Lower School of a High School in accordance with one of the following schemes and the Regulations pertaining thereto:

1.—(a) In the case of Group I on the certificate of the Principal of the Public, Separate, or Normal Model School that the courses in the subjects have been taken up in accordance with the Regulations, provided that such certificate is approved by the Inspector.

(b) In the case of Group II, on a written examination in all the subjects of the group, on question papers prepared by a Provincial Board appointed by the Minister; *or*, on the certificate of the Principal of the Public, Separate, or Normal Model School as provided in Regulation 12 below.

2. The certificate of the Principal shall be given on the form prescribed in Section 9—1 (a) below, and shall state that the candidates from his school whom he recommends for admission have completed to his satisfaction and in accordance with the Regulations the courses in the subjects of the group to which his recommendation refers, and shall be accepted by the Entrance Board only after due investigation as provided in Regulation 12—2 below.

3.—(a) As early as practicable in each school year, the Entrance Board shall decide which of the aforesaid schemes it will adopt, and shall promptly notify the Inspectors in charge of the Separate and the Normal Model Schools in its district of said scheme of admission.

(b) The Inspectors concerned shall also promptly notify the Principals concerned of such decision.

NOTE.—As the main object of this scheme of admission is to relieve the schools of the pressure of an examination by outside examiners, this object will not be attained if notification is not made early in the school year.

4. On the report of the High or Continuation School Inspector that the attainments of the pupils admitted on the certificate of the Principal of a school are not satisfactory, the Minister may order that the system of admission be amended, or that, until further notice by him, the pupils from such school shall be admitted thereafter under the examination scheme.

5. The Principal of a High or Continuation School may accept a Public School Graduation diploma in lieu of a High School Entrance certificate.

6.—(a) Candidates who, for reasons satisfactory to the Entrance Board, are unable to submit the certificate for Group I shall be subject to such requirements as the Board may prescribe with regard to the subjects of this Group.

(b) Candidates from schools which have not been inspected by a Public or Separate School Inspector or the Inspector of Normal Model Schools shall take the written examinations in all the subjects of Group II, and shall be subject to such requirements as the Entrance Board may prescribe with regard to the subjects of Group I.

7. In the case of a school from which, as provided above, the Entrance Board admits candidates to the High School on the Principal's recommendation in the case of Group II, candidates not so admitted shall be entitled to take the written examination for admission in the subjects of the Group.

ADMISSION ON EXAMINATION

6.—Centres and Dates

The written examination on the subjects of Group II shall be held annually at the centres provided for in *The High Schools Act*, in accordance with a time-table to be issued by the Minister from time to time.

7.—Duties of Candidates and Inspectors

1. Either directly or through the Principal, each candidate shall notify the Public School Inspector concerned on or before April 15th of the examination centre at which he purposes writing.

2. Except with the approval of the Public School Inspector or Inspectors concerned, each candidate shall write at the examination centre within the Inspectorate nearest the school at which he was prepared for the examination.

3. The Inspector shall notify the Deputy Minister on or before April 20th in each year on a form to be supplied by the Department, of the number and location of the Entrance centres in his Inspectorate, the name and address of each Presiding Officer, and the probable number of candidates for examination at each of such centres. Immediately thereafter he shall send to each Presiding Officer one copy of the Circular of Instructions.

4. Candidates shall pass in both Group I and Group II in the same year.

8.—Fees

Where candidates are charged fees, as provided in *The High Schools Act*, such fees shall be paid to the Chief Presiding Officer at each centre before the close of the first day of the examination, and shall by him be paid over at or before the close of the written examination to the Treasurer of the county or of the High School Board as the case may be.

9.—Principal's Report

1.—(a) At least two weeks before the examination begins, a report on a prescribed form (Form 14) as to the standing of his candidates in the different subjects of the examination shall be sent by every Principal to the Public School Inspector for the consideration of the Entrance Board in connection with the examination results.

(b) Only the names of the candidates who, in the judgment of the Principal, have satisfactorily completed the course for this examination may be included in the report.

2.—(a) The Principal's report shall be tested by a comparison of the marks assigned to each of the candidates in his report with those obtained by the candidates at the examination.

(b) A report that does not meet the foregoing test satisfactorily shall not be taken into account in settling the results.

3. On application to the Deputy Minister, blank forms (Form 14) for the use of Principals in making their reports on the standing of their candidates at the examination will be sent to the Inspector, who shall state the number required.

10.—Valuation of Answer Papers

1.—(a) At the examination in Group II the answer papers shall be valued and the results reported to the Minister by the Entrance Board.

(b) The marks for the subjects of Group II shall be apportioned as follows:—

Oral Reading, Writing, Spelling, each 50; Literature, History, Grammar, Composition, Geography, and Arithmetic, each 100.

2.—(a) Two marks shall be deducted for each mis-spelt word in the answer papers in Spelling; but, if the error consists in the misuse or the omission of a capital, a hyphen, or an apostrophe, only one mark shall be deducted.

(b) In addition to the deductions for mistakes in the answer paper in Spelling, reasonable deductions shall be made for mis-spelling in all the other answer papers.

(c) Deductions shall also be made in the subjects for lack of neatness.

(d) The marks in Writing shall be apportioned as follows: A maximum of twenty-five marks to the questions on the paper in the subject and a maximum of twenty-five marks to the candidate's writing, as judged from his answer papers to one of the other subjects, said subject to be determined each year by the Entrance Board after the close of the examination in that group, and the subject so selected shall not be disclosed to the candidates.

3. The deductions made under Regulation 2 (a), (b) and (c) shall be recorded separately on the back of the candidate's answer papers.

11.—Pass and Honour Standing

1.—(a) At the examinations in Group II, a candidate who obtains 40 per cent. of the marks in each subject and 60 per cent. of the aggregate marks shall be entitled to Pass standing in the Group.

(b) A candidate who obtains 40 per cent. of the marks in each subject and 75 per cent. of the aggregate of the marks for the examination shall be entitled to Honour standing.

2. When a candidate is near the Pass mark, the members of the Entrance Board, and the Assistant Examiners, when needed, shall re-read as many of his answer papers as may be necessary before settling the question of his fitness to take up High School work.

3. The Entrance Board may grant Pass standing to a candidate who has failed but who in the judgment of the Entrance Board is able to take up the work of the High School. Full particulars as to the reasons for such action shall be entered in the Report to the Minister.

4. In making allowances, the Entrance Board shall also take into account the Principal's report provided for in Regulation 9, and when special allowance is made in consideration of the report, this fact shall be noted in the "Remarks" column of the Entrance Board's report to the Minister.

5. The Entrance Board may grant Pass standing for any consideration whatsoever to a candidate who has failed but who is sixteen years of age or over at the time of the examination; but across the face of the Entrance Certificate so granted there shall be written the following endorsement signed by the Chairman and the Secretary of the Entrance Board, viz.:—"This Certificate has been granted under the provisions of Regulation 11—5 of the High School Entrance Regulations." The names of such candidates shall not be included in the list of candidates regularly passed, but shall be reported as having passed under Regulation 11—5.

6.—(a) The Chairman of the Entrance Board may also submit a case to the Board for reconsideration on the complaint of any candidate or of any other person, made at least two weeks before the reopening of the High or Continuation School.

(b) The Entrance Board shall dispose of such cases not later than ten days before the reopening of the High or Continuation School.

12.—ADMISSION ON CERTIFICATE

1. When, as provided in Regulation 5 above, an Entrance Board decides to consider the expediency of adopting the scheme of admitting candidates from a school on the Principal's certificate in Group II, it shall direct the Inspector concerned to make, as early in each school year as practicable, a report to said Board in the case of each school in his Inspectorate preparing candidates for admission to the High Schools, as to whether the subjects prescribed therefor are being taken up to his satisfaction in all the forms of the school, having regard to the character of the teaching, the organization, and the management.

2. In the event of the Entrance Board's deciding, on said report, to admit candidates on the certificate of the Principal of any of said schools in the subjects of Group II, the Secretary shall promptly thereafter notify the Principal of the Board's decision, and shall direct him to forward to the Secretary of the Entrance Board, on a date, not later than June 1st, to be fixed by it, for the consideration of said Board, a certified list of the candidates recommended, and any other records or particulars the Entrance Board may require. The Entrance Board shall settle which candidates on the Principal's list shall be admitted.

3.—(a) The Entrance Board's decision as to the acceptance or rejection of the candidates listed in the Principal's certificate shall be forwarded by the Secretary of the Board to the Principal, so that he may receive the notice one week before the written examination.

(b) The Principal shall then communicate promptly the Board's decision to the pupils concerned, but he shall give no information on the subject to the general public.

4. If the Entrance Board desires any modification of the above scheme, it shall apply to the Minister for his approval, before putting it into operation.

13.—ADMISSION BETWEEN EXAMINATIONS

A candidate, who for reasons satisfactory to the Principal of the High School and the Public School Inspector, or the local Chief or Senior Public School Inspector, as the case may be, did not present himself at the preceding Entrance examination, may be admitted to a High School provided that, after due investigation and examination, he is, in their judgment, able to take up the work of the High School and that before such admission the Minister approves of the recommendation therefor, duly signed by the Principal and the Inspector and setting forth the age, the school record, and the attainments of the candidate, and the reason why he did not present himself at the examination.

ORGANIZATION OF THE BOARD

14.—Chairman

1. The High School Principal, or one of the High School Principals to be selected from year to year by the Entrance Board when there are more High School Principals than one, shall be the Chairman of the Entrance Board.

2. The Inspector or the Senior Inspector, as the case may be, shall be the Chairman of an Entrance Board on which there is no High School Principal.

15.—Duties of Chairman

1. The Chairman of an Entrance Board shall call and preside over the meetings of the Board.

2. He shall see that the Board performs all the duties assigned to it by the Regulations.

3. He shall sign all certificates and reports and shall see that they are forwarded by the Secretary in due time.

4. He shall certify to and transmit the necessary statements for all payments due the members of the Entrance Board.

16.—Secretary

1. The Public School Inspector, or one of the Public School Inspectors to be selected by the Entrance Board when there are more Inspectors than one, shall be the Secretary of the Entrance Board. When the amount of work is too great for one Secretary, the Entrance Board shall appoint one or more Assistant Secretaries, who shall hold the qualifications of a member of an Entrance Board.

2.—(a) Where there is an Entrance examination, the Secretary or Secretaries shall enter and total in the minute book or other record the marks as reported by the Examiners, and, by indicating the passes, the doubtful cases and the failures in subjects and totals, shall prepare the case of each candidate for the consideration of the Entrance Board.

(b) Where candidates are admitted without passing the Entrance examinations, the Secretary or Secretaries shall record the data which the Entrance Board accepted in making such admissions and the reasons for rejection when the Board does not accept the Principal's recommendation in the case of any candidate.

(c) The Secretary or the Secretaries shall also keep the other minutes of the Board, and shall forward the prescribed reports to the Minister and the certificates to the successful candidates and their marks to the unsuccessful candidates.

3. In an inspectorate in a territory without county organization where there is no High School, the Inspector shall perform the duties of both Secretary and Chairman.

17.—Examiners

1. The members of the Entrance Board shall arrange among themselves the division of the examination of the subjects.

2. Where an Inspector is a member of two or more Entrance Boards, he shall consult with the Chairman of each regarding the dates of the Board meetings and the number of answer papers to be assigned to him for examination.

3. Where it is necessary to appoint assistant Examiners, as provided by *The High Schools Act*, preference shall be given in the following order to Examiners qualified under said Act and competent in the judgment of the Board:—

(a) Teachers actually and regularly engaged in teaching in a Public or Separate School the classes not lower than those of Form IV.

(b) Teachers actually and regularly engaged in teaching the lowest classes of a High or Continuation School.

18.—Answer Papers

1. As far as practicable, the answer papers of the different candidates shall be so distributed that the same Examiner shall read and value the answers in the same subject throughout, provided always that no Examiner shall read the answer papers of his own pupils, or of pupils prepared in the school in which he was engaged, or take part in deciding the results in the case of such pupils.

2.—(a) As far as practicable, when the reading of the answer papers begins, all the Examiners shall value together enough of the answer papers in each subject to enable them to maintain a uniform standard; and, when this regulation is not observed, the Board's report prescribed under Regulation 22 below shall so state, with the reasons for such non-observance.

(b) In order also to secure, as far as practicable, uniformity of standard, two or more Entrance Boards may jointly value the answer papers and settle the results.

3. No one shall be permitted to examine, or to have access to, the answer papers except the members of the Entrance Board and the Assistant Examiners.

4. When so directed by the Entrance Board, the Oral Reading of candidates in urban schools may be examined at said schools by a member or a committee of members of the Board, as the Board may decide, during the school days immediately preceding those on which the Entrance examination is held, and in accordance with a time-table approved by the Principal.

19.—Presiding Officers

1. At each centre there shall be a chief presiding officer and such assistant presiding officers as may be required under 4 below. The Chief Presiding Officer shall have the general oversight of the examination and the custody of the question and the answer papers, and both he and the Assistant Presiding Officers shall be responsible directly to the Minister for the proper performance of their duties.

2. The Principal or the vice-Principal of the High School shall be the Chief Presiding Officer of his own school, and the Inspector may be the Chief Presiding Officer at any other centre he may select.

3. The other Chief Presiding Officers, and the Assistant Presiding Officers, shall be appointed and located by the Entrance Board.

4. The number of candidates under each Presiding Officer shall not exceed forty.

5. No Presiding Officer shall preside over his own pupils.

EXPENSES OF EXAMINATION

20.—Allowances

1. A Presiding Officer and an Assistant Presiding Officer (if any) at the examination in Group II shall be paid at a rate to be determined by the Minister, for presiding at the examination.

2. A Presiding Officer whose place of residence is not at the centre where he presides shall be allowed the usual cost of conveyance for one return trip between his place of residence and the centre at which he presides.

3. An Examiner in Group II whose place of residence is not at the centre where the meetings of the Entrance Boards are held shall be allowed for each meeting of the Board the actual cost of conveyance for one return trip between the centre and his place of residence.

4. The fees to be paid to the Examiners who read the answer papers of candidates at the examination in Group II shall be determined by the Minister.

5. The Secretary shall be paid as the Minister may determine for Secretarial work in connection with the Entrance results when not performed at regular meetings of the Entrance Board. When one or more Assistant Secretaries are appointed the total remuneration of each for the same duties shall not exceed the total remuneration of the Secretary.

6. For attendance at the meetings of the Entrance Board for all the purposes authorized by the Regulations, each member attending shall be entitled to such sum as the Minister may determine in addition to the fee to which he is entitled under 4 and 5 above.

21.—Payments

1. All payments under the High School Entrance Regulations, including payments for reading and determining appeals, shall be made on the itemized statement of the Chairman, as provided in *The High Schools Act*.

2. The School Board at a centre, whether in a county or a territory without county organization, shall provide the stationery and pens and ink for the examination. The cost of other supplies, as well as any other incidental expenses incurred by the Presiding Examiner, shall be paid by the Treasurer of the body to whom the examination fees are payable.

3. A refund of any payment made to a Presiding Officer or Examiner may be required by the High School Board, the Board of Education, the County Council, or the Minister, in any case where it has been found subsequently to such payment that the Regulations have not been fully observed, and it shall be the duty of the Entrance Board to report to the School Board or the County Council for its action in any such case.

22.—REPORTS TO THE DEPARTMENT

1.—(a) Where candidates are admitted either by written examination or on the certificate of the Principal, the Entrance Board shall transmit to the Deputy Minister, for the Minister's consideration, not later than fifteen days after the close of the examination, the report in the case of each candidate, in accordance with the particulars specified in the official form, with a solemn declaration, signed by the members of the Board, that the provisions of the Regulations have been duly observed.

(b) A similar report on an official Form shall be submitted to the Minister not later than October 1st, giving the names and ages of all candidates passed on appeal.

2. Under no circumstances shall any information whatever, concerning the results, be made public until the Secretary of the Board has been so authorized by the Board.

23.—RECORDS

1. The marks obtained by the candidates, whether they have been successful, or have failed, shall not be made public, but shall be recorded in a book kept for that purpose which shall be available at all times for examination by the High or Continuation School Inspector.

2. A statement of the marks obtained by each unsuccessful candidate shall be sent to him by the Secretary of the Board.

24.—DISPOSAL OF ANSWER PAPERS

Except when required by the Minister, the answer papers of candidates at the examination shall not be forwarded to the Department, but shall be retained by the Chairman until May 31st of the following year.

25.—APPEALS

1. Candidates who have been rejected by the Entrance Board may have their answer papers reread on lodging an appeal with the Board at least two weeks before the reopening of the school in September, and on paying a fee of \$2.00, which will be returned if the appeal is sustained. If the appeal is not sustained, the Secretary shall pay the appeal fee to the Treasurer of the County or of the High School Board as the case may be.

2. The Board may, at its pleasure, appoint a Committee of two or more of its members to read and determine all appeals and communicate the results to the candidates concerned. In the selection of the members of such a Committee, preference shall be given to the Chairman and the Secretary of the Board.

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